

SIMPLIFIED ACQUISITIONS CHECK LIST	
Purchase Order No.	Award Date:
Dollar value	Contract Officer
Contractor Name	Commodity
Requester (COR)	Requester(COR) Phone Number

SIMPLIFIED ACQUISITIONS	YES	NO	N/A
1. AD-700 Funding Information/Account Classification			
2. Method of Procurement			
3. Mandatory Source of Supply (FAR Part 8)			
4. Set-aside (FAR 13.105)			
5. Preference Program Type			
6. CBD (Min. Publicizing time (10 Days - FAR 5.203) Over \$25,000			
7. Solicitation/SOW/Amendments			
8. Clauses FAR 52.212-5			
9. Cancellations (FAR 13.302-4)			
10. Comparison of proposed price w/ prices in previous procurements Two or more offers/quotes received from different sources (Include Abstract of Quotes)			
11. Delivery Order/Purchase Order			
12. Conforming Order (Documentation in File)			
13. 281 Information/279 Information			
14. Documentation of Receipt of Goods and Services			
15. Contractor Certifications - EFT, VETS-100 over \$25,000			
16. Ratification Information			

